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## **SWANSCOMBE AND GREENHITHE TOWN COUNCIL**

**NOTICE is HEREBY GIVEN that the ANNUAL GENERAL MEETING of  
the  
SWANSCOMBE AND GREENHITHE TOWN COUNCIL will be held at  
THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA  
on  
THURSDAY 17 MAY 2018 at 7.00pm  
TO TRANSACT THE UNDERMENTIONED BUSINESS.**

**DATED: 10 MAY 2018**

*Graham Blew*

Graham Blew  
**TOWN CLERK**

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.



ANNUAL GENERAL MEETING  
17 MAY 2018

**AGENDA**

1. To elect a Town Mayor for the ensuing year.
2. To receive the Town Mayor's Declaration of Acceptance of Office. *At this point the Town Mayor will receive a copy of both the Civic Protocol and the Code of Conduct.*
3. To elect a Deputy Town Mayor for the ensuing year.
4. To receive the Deputy Town Mayor's Declaration of Acceptance of Office. *At this point the Deputy Town Mayor will receive a copy of both the Civic Protocol and the Code of Conduct.*
5. Vote of thanks by incoming Town Mayor to the outgoing Town Mayor in respect of services rendered during the past year and presentation of Past Mayor's Badge.
6. Response by Councillor Ms L M Cross.
7. To receive apologies for absence.
8. To receive any declarations of interest in Items on the Agenda.

***At the Town Mayor's discretion the meeting will be adjourned at this point to accept questions from the public.***

**9. TO APPOINT COMMITTEES AND SUB-COMMITTEES (p).**

- a) Allotments & Cemeteries Sub-Committee.
- b) Community Safety Committee.
- c) Executive & Emergency Committee.
- d) Finance & General Purposes Committee.
- e) Heritage Sub-Committee.
- f) Leases & Legal Sub-Committee.
- g) Personnel Committee.
- h) Planning, Major Developments, Transport & Environment Committee.
- i) Regeneration & Quality Sub-Committee.
- j) Recreation, Leisure & Amenities Committee.

- ❖ *Agreement of the Committees indicates that Members have taken into account S/O 23 (e);*
- ❖ *Agreement of the Sub-Committees indicates that Members have taken into account S/O 24 (b).*



ANNUAL GENERAL MEETING  
17 MAY 2018

**10. TO CONSIDER AND AGREE THE TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES AND INTERNAL AUDIT (p).**

**11. TO FIX THE DATES AND TIMES OF MEETINGS OF (p):**

- a) The Council.
- b) Standing Committees.

**12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES (p).**

- a) Town Mayor or agreed substitute to serve on the Bluewater Forum
- b) One Representative on the Borough and Parish Forum, to be the Town Mayor (plus the Town Clerk).
- c) One Representative on the Castle Hill Community Liaison Group.
- d) One Representative to serve on the Diocese of Rochester Youth Worker Steering Group.
- e) One Representative to serve on the Ebbsfleet Water Management Group.
- f) One representative to serve upon the Elderly Forum (Dartford Borough Council).
- g) Two Representatives to serve upon the Greenhithe Community Association.
- h) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- i) Two Representatives to serve upon the County Area Committee of the Kent Association of Local Councils (KALC).
- j) Two Representatives to serve upon the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- k) One Representative to serve on the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- l) One Representative to serve upon London Resort Company Holdings Ltd (*was Paramount*) Community Liaison Group.
- m) One Representative to serve upon the SureStart – Knockhall Children’s Community Centre Committee.
- n) One Representative to serve upon the SureStart – Swanscombe U1R Children’s Community Centre Committee.
- o) Three representatives to serve upon the Pavilion Community Sports and Social Club Committee (observers only, not part of decision making).
- p) One Representative to serve upon the (Dartford) Youth Advisory Group (YAG).

**13. BANK SIGNATORIES (p).**

- a) To appoint six members as signatories to authorise the payment of cheques.
- b) To appoint two signatories to authorise the payment of cheques on the Town Mayor's Charity Account.



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**14. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 26 APRIL 2018 (p).**

**15. REVIEW OF ACTION PLAN FOR 2018 – 2019 (p)**

At the previous AGM it was agreed that it was appropriate for the Action Plan to be confirmed and adopted at the AGM each year (minute 16/17-18. With this in mind members are asked to consider the attached draft Action Plan 2018 - 2019.

**Recommended:** That the Action Plan 2018 – 2019 be confirmed.

**16. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Standing Orders were reviewed and amended at the 12 October 2017 meeting (minute 249/17-18) and the Financial Regulations were reviewed and amended at the 18 May 2017 AGM (minute 17/17-18).

Any amendments required would be undertaken in the normal manner during the year and would require full Council approval.

❖ *Members will have all previously been provided with hard copies of the full Standing Orders and Financial Regulations. These are also available via the Town Council website and copies are always available for inspection in the Council Chamber.*

**Recommended:** To review and amend / adopt the Standing Orders and Financial Regulations.

**17. ANNUAL RISK MANAGEMENT POLICY REVIEW (p).**

As part of the external audit the Town Council is required to evidence the minute of when the Risk Management Policy is reviewed. Members are asked to review and approve the Risk Management Policy.

**Recommended:** To review and approve the Risk Management Policy.





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**18. REVIEW OF COUNCIL POLICIES AND PROCEDURES (p).**

The council reviews its policies and procedures at each Annual General Meeting with any changes in legislation, amendments etc. being put forward during the year in the usual manner. In accordance with minute 472, 23 February 2011, attached is an index of all the current policies and procedures.

**Recommended:** To review and amend / endorse the policies and procedures as listed.

**19. SUBSCRIPTIONS - MEMBERSHIPS (p).**

In accordance with Financial Regulations 5.6 members are provided with a list of the subscriptions and memberships that the Town Council hold, for resolution.

**Recommended:** To approve the continued memberships as detailed.

**20. REGULAR PAYMENTS - DIRECT DEBITS AND BACS PAYMENTS (p).**

In accordance with Financial Regulations 5.6 and 6.9 members are provided with a list of the organisations that the Town Council pay on a regular basis, via either Direct Debit or BACS, for resolution.

**Recommended:** To approve the continued regular payments as detailed.



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**21. REVIEW OF INTERNAL AUDIT (p).**

❖ *The paperwork relating to this item is supplied with previous agenda item 10.*

The Town Council undertakes an annual review of the effectiveness of their system of internal audit and includes the results in the annual governance statement which is Part 2 of the annual return.

Regulation 6 requires that a council “*shall have maintained throughout the year an adequate and effective system of internal audit of the council’s accounting records and control systems.*”

The Responsible Financial Officer constantly reviews the extent and scope of the internal audit and as a minimum the following areas are assessed;

- The scope of internal audit
- Independence
- Competence
- Relationships
- Audit planning and reporting

**Recommended:** To ensure the regulatory requirements of internal audit are being met and to endorse the council’s internal controls and scope of internal audit.

**22. RE - APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2018 – 2019.**

Members are asked to agree to the re-appointment of Mr Lionel Robbins as Independent Internal Auditor for the year 2018 – 2019.

**Recommended:** To agree to the re-appointment of Mr Lionel Robbins as the Internal Auditor for the year 2018 – 2019.

**23. INTERNAL AUDIT REPORT 2017 – 2018 (p).**

The Internal Auditor completed the internal audit of the Town Council’s records for 2017 – 2018 on 26 April 2018 and the report from this is attached.

**Recommended:** That the item be noted.



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**24. ANNUAL RETURN FOR YEAR END 31 MARCH 2018 – GOVERNANCE STATEMENT (p).**

Please find attached Section 1 of the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2018 for approval.

**Recommended:** That Section 1 of the annual return for the year end 31 March 2018 be approved.

**25. ANNUAL RETURN FOR YEAR END 31 MARCH 2018 - ACCOUNTING STATEMENT (p).**

Please find attached Section 2 of the annual return, requested by the External Auditor (PKF Littlejohn LLP), for the year end 31 March 2018 for approval.

**Recommended:** That Section 2 of the annual return for the year end 31 March 2018 be approved.

**26. BALANCE SHEET FOR YEAR END 31 MARCH 2018 (p).**

Please find attached the balance sheet for the year end 31 March 2018 for approval (as indicated this has been signed off by the Independent Internal Auditor, 26 April 2018).

**Recommended:** That the balance sheet for the year end 31 March 2018 be approved.

**27. PROGRESS REPORT ON THE TOWN COUNCIL WEBSITE (p).**

The attached report details what the upgraded website contains and includes statistics for the previous 12 months.

**Recommended:** That the item be noted.



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**28. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2018 – 2019.**

Further to minute 444/14-15 Members are asked to consider and agree the three Town Councillors (ensuring this results in one Member from each of the four Wards) to make up the Panel along with the Town Mayor and Deputy Town Mayor.

The 2017 - 2018 panel consisted of:-

- 1) Councillor Ms L M Cross (Town Mayor) – Galley Hill Ward
- 2) Councillor Mrs A E D Barham – Knockhall Hill Ward
- 3) Councillor Mrs S P Butterfill – Greenhithe Ward
- 4) Councillor P M Harman – Greenhithe Ward
- 5) Councillor B E Read – Swanscombe Ward

**Recommended:** To agree the membership of the Recognition Award Scheme Panel for 2018 – 2019.

**29. SEALING OF DOCUMENTS.**

There are none.

**30. QUESTIONS.**

Please note that questions do not form part of the Meeting. They are merely the opportunity for Members to exchange information.

**\*\* Members and their spouses / partners are cordially invited to join the Mayor Elect for refreshments after the Meeting.**



You can follow us on Social Media and via our website.

Swanscombe and Greenhithe Town Council Website:  
<http://www.swanscombeandgreenhithetowncouncil.gov.uk>

